Cincinnati Metropolitan Housing Authority

Housing Choice Voucher Program(HCV)

You may click the links above to move directly to the topic

Registration
Intake Application
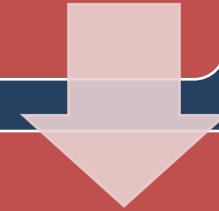# Briefing and Voucher signing
Voucher Extension Request
Request For Tenancy Approval (RFTA)
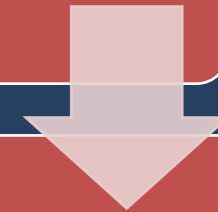# HAP Contract & Lease Submission

CMHA

Family's Portal

Intake

Online submission of required forms and verifications

Online Briefing & Voucher Issuance

Watch your briefing video online and sign your voucher

Request for Tenancy Approval (RFTA)

Invite a potential Landlord to submit a RFTA or sign a RFTA that has been submitted to you for review

Landlord's Portal

Request for Tenancy Approval (RFTA)

- Submit a RFTA or sign a RFTA that has been submitted to you for signature
- See Updated Status of RFTA's in process

HAP Contract & Residential Lease Submission

- Electronically sign your HAP Contract
- Submit your Residential Lease with the Tenancy Addendum
- Direct Deposit information

What Does This Mean

24/7 Access

Email Notifications/Portal Awareness

Access to your Voucher in your "Section 8 Briefing" box in your Portal

Ability to know what RFTA's have/have not been Submitted Successfully for Review

RFTA Status Updates on Process

Resident/Landlord Portal Location

| Home | Map

| Applicant Login | Resident Login | Landlord Login

CMHA

Directly at myinfo.cintimha.com

Website: myinfo.cintimha.com

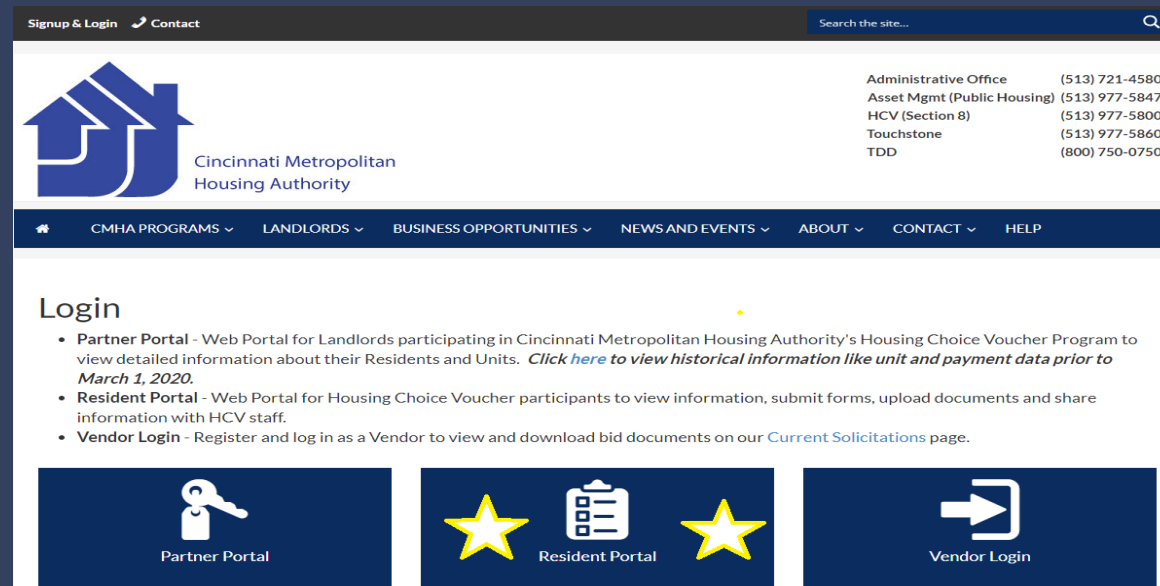➢ Click on Applicant if not on the program or Resident if a current member of the program

Resident/Landlord Portal Location

Website: **www.cintimha.com**

➤ Click on Signup & Login
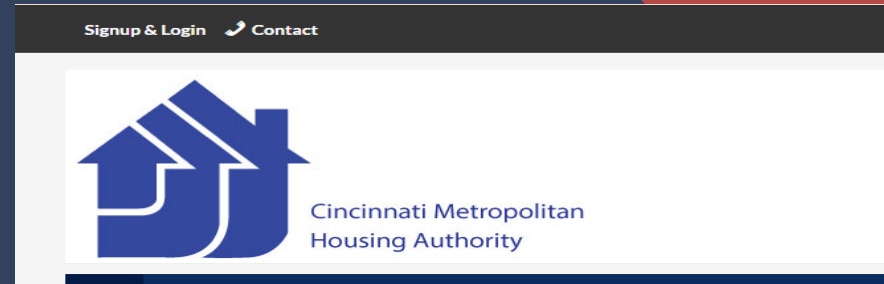
➤ Then Resident Portal

Resident/Landlord Portal Location

If you have not registered, you will need to register with the Registration Code provided by CMHA. Your registration code is located on your notice regarding the Rent Café Portal. If you do not know your registration code, you may call Customer Service at 513-977-5800 and they can assist you.
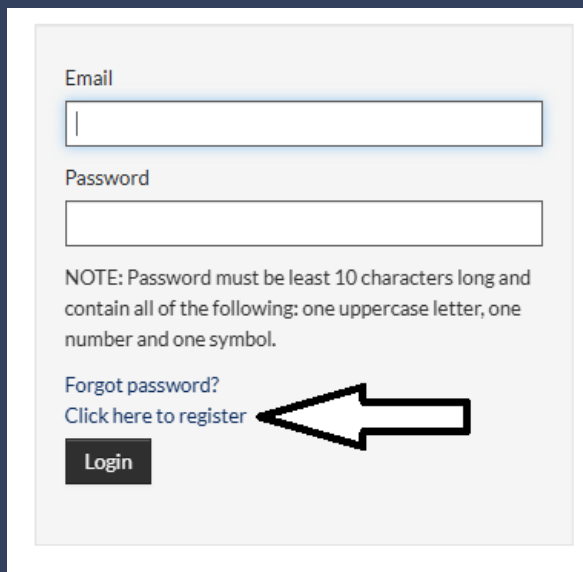
Portal Registration

- Choose the appropriate login

Applicant – New to the program   **Resident** – Is or has been assisted on program

Landlord – Property Owner/Manager on the program

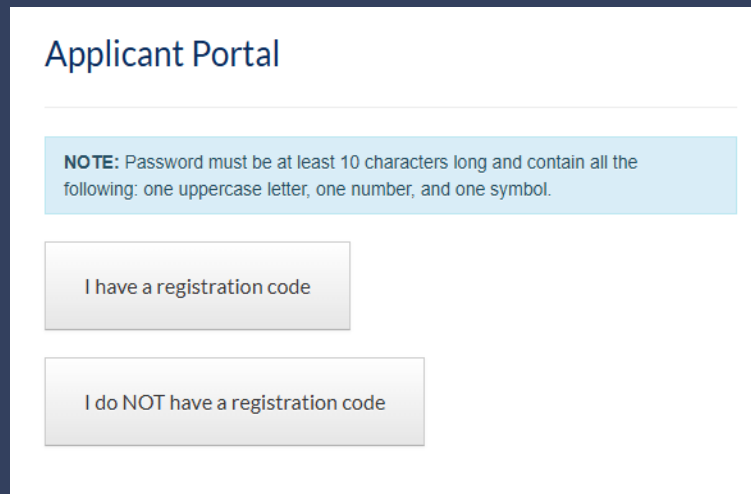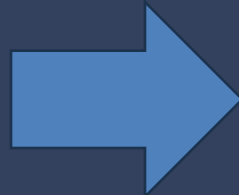| Applicant Login | Resident Login | Landlord Login

Email

Password

NOTE: Password must be least 10 characters long and contain all of the following: one uppercase letter, one number and one symbol.

Forgot password?

Click here to register

Login

Applicant Portal

NOTE: Password must be at least 10 characters long and contain all the following: one uppercase letter, one number, and one symbol.

I have a registration code

I do NOT have a registration code

Portal Registration

- Enter your registration code
  - Complete registration process

Applicant Portal

NOTE: Password must be at least 10 characters long and contain all the following: one uppercase letter, one number, and one symbol.

Please contact Cincinnati Metropolitan Housing Authority if you don't know your registration code. Type in the registration code as shown on your registration letter.

Enter Your Registration Code

Go
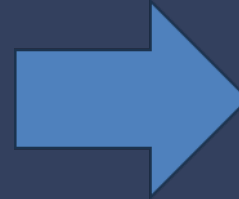
Personal Details

First Name*

First Name

Last Name*

Last Name

SSN#**

Phone (Home)*

(555) 555-5555

Account Information

Email Address* (Your email address is your user name)

YourEmail@Example.com

Confirm Email Address*

YourEmail@Example.com

Password*

Password

Confirm Password*

Confirm Password

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

Please read and accept the Terms and Conditions

** Data in these fields will be validated against information available with Cincinnati Metropolitan Housing Authority

Register

Intake Application

- **Once you have logged into your account you will click "Certifications"**

Intake Application

- Next you will review the due date and click "Continue" to begin the process

Intake Application

Application Progress `0%`

Intake Certification

- Language Selection
- Welcome Page
- Current Address
- Household Members
- Emergency Contact
- Income
- Assets
- Expenses
- Zero Income
- Member Criminal History
- Reasonable Accommodation
- Final Review & Submission

You can now begin your Application/Annual Recertification Process by following the prompts on the screen.

You will notice a progress bar at the top of the application/recertification pages and process flow to the left.

Intake Application

Let's look at household member information. . .

The household members we have on file are listed below:

Click **Review and Confirm** to review each family and provide updates, if needed.

Click **Add Household Member** to report new members who will be living in your home.

Click **Delete** to remove any members who will not be living in your home.

	Add Household Member					
First Name ⬍	**Last Name** ⬍	**Relationship**	**Age**	**Gender**	**Edit**	**Delete**
Names will appear here. You can list multiple persons and their relationship. You will need to review and confirm all information for each person inside your household.		Head of Household	61	Male	Review and Confirm	Delete
		Spouse	42	Female	Review and Confirm	Delete
		Live-In Attendant	39	Female	Review and Confirm	Delete
		Adult	32	Male	Review and Confirm	Delete
		Foster	21	Male	Review and Confirm	Delete
		Student18+	21	Male	Review and Confirm	Delete
		Youth<18	9	Female	Review and Confirm	Delete

Showing 1 to 7 of 7 entries

Back   Next

Intake Application

* Denotes a required field

Income

Select all sources of your family's income.

Is any member of your family currently employed (either part-time or full-time)? *	○ Yes ○ No
Does any member of your family earn overtime, bonuses, tips, or commissions? *	○ Yes ○ No
Is any member of your family self-employed? *	○ Yes ○ No
Is any member of your family a PHA employee? *	○ Yes ○ No

* Denotes a required field

Assets

Select all family assets.

Does any member of your family have a checking or savings account? *	○ Yes ○ No
Does any member of your family have cash not held in a bank? *	○ Yes ○ No
Does any member of your family have a certificate of deposit (CD), mutual fund, or treasury bill? *	○ Yes ○ No
Has anyone in your family disposed of any assets or sold any real estate for less than market value in the last 2 years (including any assets that were given away)? *	○ Yes ○ No

* Denotes a required field

Expenses

Select all family expenses.

Does your family have childcare expenses? *	○ Yes ○ No
Does your family have medical expenses? *	○ Yes ○ No
Does your family have disability expenses? *	○ Yes ○ No

Application Progress   35%

- You will be asked a series of questions before adding details for income, assets, and expenses.

- You must provide verifications for all reported income, assets, and expenses for your file to be complete for review.

14

Intake Application

- You will notice you have the option to go back, but you cannot skip ahead until you have confirmed information in each category.

- Once you have completed entering income, asset and family information, you will then upload verifications, and then you will be asked to review and certify that it is true and complete prior to signing required forms.
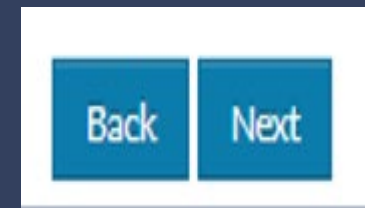
Intake Application

- Verifications must be uploaded for all income, assets, and expenses for the household. You may also upload any other items you like under the "Scan other household documents" such as photo id (adults), birth and social security number verifications for all persons. You can upload more, view, or delete at any time.

Document	Upload	View	Delete	Uploaded Date
name - Checking - Upload necessary documents.	Upload			
name - Burger King - Upload necessary documents.	Upload			
name Scan other household documents.	Upload			
name prescriptions - Upload necessary documents.	Upload	View	Delete	06/24/2024

Showing 1 to 4 of 4 entries

Back   Next

Documents

Listed below is a sample of the documents you requested to submit to CMHA in order to validate or process any changes. CMHA is not able to process information until all verifications are received:

1. Proof of Household Income
   1. Employment (6 most recent paystubs)
   2. ADC/OWF
   3. Social Security and/or SSI Benefits
   4. Pension and/or Disability Benefits
   5. Unemployment Benefits
   6. Child Support (12-month printout)
2. Proof of Full Time Student Status (for everyone 18 and older in your household attending school)
   1. School Schedule verifying student enrolled Full time
3. Proof of Daycare Expenses for Children 12 and Under
   1. Receipts from Daycare Provider
4. Proof of Household Assets
   1. Most recent bank statement for each account
   2. Life Insurance policy Cash value
   3. Certificate of Deposit or Stocks
5. Proof of Medical Expenses (optional only if the head of household, spouse or co-head is disabled, handicapped, or age 62 or older)
   1. 12-month printout of medications purchased
   2. 12-month printout of spend-down activity
   3. 12-month printout of expenses with medical providers
6. Proof of Identity (when requesting to add persons)
   1. Birth Verification
   2. Social Security number verification
   3. Photo ID (adults)

Upload the requested documents below. If you are unable to upload the documents now, click **Next** and we will gather this information later.

Intake Application

- **You will review information submitted by you through the workflow and will need to certify that it is true and complete.**

✓ I hereby certify that the information I provided above is true and correct to the best of my knowledge. I understand that a false statement may disqualify me for benefits.

Intake Application

- You will need to sign electronically for the Head of Household and other Family Members 18 years or older will need to sign electronically. You will need to email them to log in to sign their documents by the indicated deadline.

Sign and Submit

Under penalty of law, I certify and acknowledge that I am authorized to electronically sign and submit the information provided and that all information provided is true and accurate. I understand that any false, fictitious, or fraudulent statement or information I provide may lead to my criminal prosecution, imprisonment, fines, penalties, eviction, and expulsion/exclusion from assistance programs.

Document	Sign
Household Documents for [ ] to Sign	Click Here to Sign
Member Documents for [ ] to Sign	Click Here to Sign
Household Documents for [ ] to Sign	Click Here to Invite
Member Documents for [ ] to Sign	Click Here to Invite

Showing 1 to 4 of 4 entries

Invite Member to Sign Documents

Email Address

Confirm Email Address

Message to Invitee

Send Invitation   Cancel

Intake Application

Disclosure & Consent

Sign and Submit

Under penalty of law, I certify and acknowledge that I am authorized to electronically sign and submit the information provided and that all information provided is true and accurate. I understand that any false, fictitious, or fraudulent statement or information I provide may lead to my criminal prosecution, imprisonment, fines, penalties, eviction, and expulsion/exclusion from assistance programs.

- Next click on **Click Here to Sign Box** to pick an electronic signature to apply to your application, then click and save to continue.

Sign

Click Here to Sign

Create Your Signature

Use your mouse or finger to create your signature. You can choose a script signature instead.

Your Signature

Clear Signature

Your Initials

Clear Initials

Intake Application

Make sure to scroll through the signature documents completely and click both the signature box and the date box.

Every family member 18 and over needs to pick a signature and sign and date all authorizations.

You will click at the name and date. You can continue scrolling or click – "Jump to Next" until all forms have been completed.

Intake Application

You have successfully submitted your intake certification.
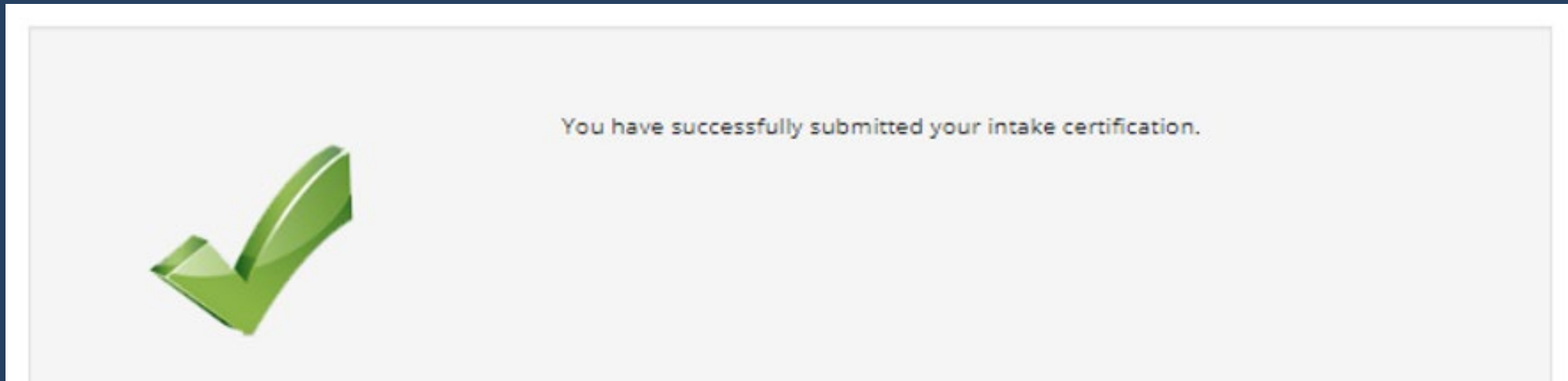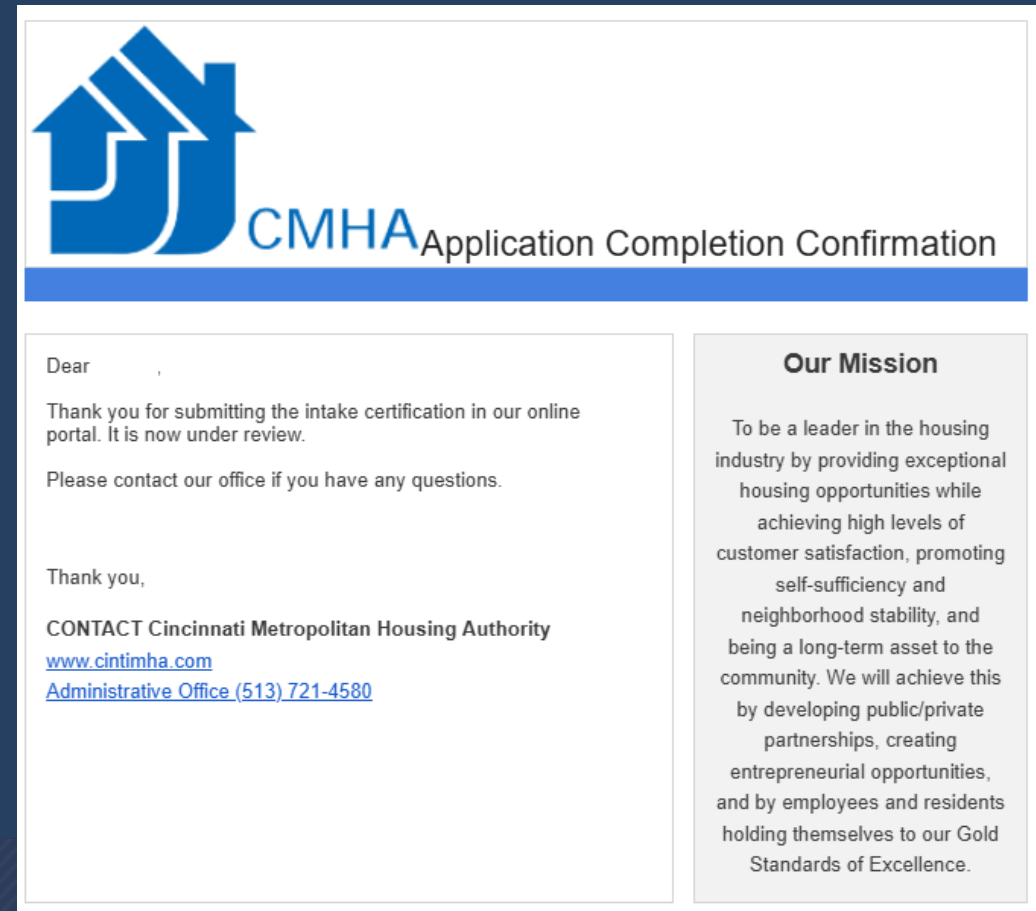
Each box that requires a signature will be highlighted. Click on the boxes and a green check mark will appear.

Intake Application

Application Progress   100%

- Once all members have signed all authorizations and you have submitted your Application/Annual Recertification, you will see that the progress bar says 100%.

  You will receive email confirmation of submission along with a copy of forms completed.

CMHA Application Completion Confirmation

Dear   ,

Thank you for submitting the intake certification in our online portal. It is now under review.

Please contact our office if you have any questions.

Thank you,

CONTACT Cincinnati Metropolitan Housing Authority
www.cintimha.com
Administrative Office (513) 721-4580

Our Mission

To be a leader in the housing industry by providing exceptional housing opportunities while achieving high levels of customer satisfaction, promoting self-sufficiency and neighborhood stability, and being a long-term asset to the community. We will achieve this by developing public/private partnerships, creating entrepreneurial opportunities, and by employees and residents holding themselves to our Gold Standards of Excellence.

Intake Application

- You have completed your online Application! You can log back in and upload requested documents, communicate with the TEAM and view your documents once your Application has been processed.

- Please note that if your application is not completed or all verifications are not received by the provided deadlines you will be removed from the waitlist and will need to reapply for the waitlist when it reopens.

Briefing & Voucher Issuance

- Families will receive email & USPS notification that a voucher has been issued and the Family must go online to view the Briefing Video and sign their Voucher.

You have been issued a voucher. To get started, go to our online portal shown below and select **Click here to register**. Next, select **I have a registration code** and enter the registration code shown below to create an account.

Once you log in to the portal, select the **Section 8 Briefing** icon and follow the instructions on the screen to sign your voucher.

- Portal Website: myinfo.cintimha.com
- Registration Code: Will have Family's email or registration code

APPLICANTS – Failure to complete your briefing and sign your voucher will result in withdrawal from the waitlist and you will have to reapply for the program the next time our wait list opens.

PARTICIPANTS - If you are currently in a unit assisted by the HCV program, CMHA will continue your assistance in this unit. If you are not in a unit assisted by the HCV program, your voucher is terminated and you will have to reapply for the program the next time our wait list opens.

You must complete the Section 8 Briefing workflow to receive your voucher and submit a Request for Tenancy Approval (RFTA). The RFTA must be received prior to the voucher expiration date. Failure to submit the RFTA by the voucher expiration date may result in the loss of the Housing Choice Voucher (HCV) assistance. In accordance with 24 CFR § 982.554 paragraph c(4) and 24 CFR § 982.555 paragraph b(4), CMHA is not required to provide a hearing/review regarding the expiration of a voucher.

Please contact Customer Service at 513-977-5800 for any assistance.

Briefing & Voucher Issuance

- To access Briefing Video & Voucher for Electronic Signature

Briefing & Voucher Issuance

- The Family can see their Voucher number (needed for online RFTA submission) as well as their issuance/expiration date. In this example, the only option is to start the briefing to get to their voucher to sign. If the family does not complete the online briefing process, the voucher will expire. If an Applicant's voucher expires, they will be removed from the waitlist and will need to reapply when the waitlist reopens. If a Participant's voucher expires, their participation in the program may end depending on their current unit's standing.

Briefing & Voucher Issuance

- Once the family starts the workflow, they will receive an email verifying the start of the process

Briefing & Voucher Issuance

Section 8 Briefing

Application Progress 0%

- Language Selection
- Instructional Video
- Emergency Contact
- Sign and Submit

*Denotes a required field

Please select your preferred language

Preferred Language*
- ⦿ English
- ◯ Español (Spanish)

Next

Briefing & Voucher Issuance

- Briefing is 40 minutes long and provides the needed information regarding the Housing Choice Voucher Program. The Family should click the "Here" button to be directed to our website to receive a copy of their Briefing Packet which includes additional information and forms for their reference.

Briefing & Voucher Issuance

- The Family may add an Emergency Contact if they like.

Section 8 Briefing

Application Progress | 50%

Language Selection
Instructional Video
Emergency Contact
Sign and Submit

*Denotes a required field

Emergency Contact (optional)

You may add a person or organization as an emergency contact to help resolve issues that may arise during your tenancy.

Add

No Emergency Contacts Added

Back   Next

Briefing & Voucher Issuance

- Signature Page. Additional spot for Family to click "Here" to receive a copy of the Briefing Packet.
  - Below shows "Click Here to Sign" - this will be their Voucher

Briefing & Voucher Issuance

- Above will be signed acknowledgment for Emergency Contact or choice to not have one.

- Bottom is the signed Voucher.

- Will turn from Sign/Date to green checks once signed.

Check this box if you choose not to provide the contact information.

Sign	Date
Signature of Applicant	Date

Please read **entire** document before completing form
Fill in all blanks below. Type or print clearly.

	Voucher Number
	Voucher number, needed to submit RFTA
1. Insert **unit size** in number of bedrooms. (This is the number of bedrooms for which the Family qualifies, and is used in determining the amount of assistance to be paid on behalf of the Family to the owner.)	1. Unit Size 1
2. Date Voucher Issued (mm/dd/yyyy) Insert actual date the Voucher is issued to the Family.	2. Issue Date (mm/dd/yyyy) Date voucher was issued
3. Date Voucher Expires (mm/dd/yyyy) must be at least sixty days after date Voucher is issued. (See Section 6 of this form.)	3. Expiration Date (mm/dd/yyyy) Date voucher expires
4. Date Extension Expires (if applicable)(mm/dd/yyyy) (See Section 6. of this form)	4. Date Extension Expires (mm/dd/yyyy)

5.Name of Family Representative	6. Signature of Family Representative	Date Signed
Family's Name	✔	✔

7.Name of Public Housing Agency (PHA)

Cincinnati Metropolitan Housing Authority

8.Name and Title of PHA Official	9. Signature of PHA Official	Date Signed (mm/dd/yyyy)
CMHA Staff's Name	CMHA Staff Signature	5/27/2025

Briefing & Voucher Issuance

- Family will receive an email confirming the completion of the Section 8 Briefing. This email will also include a copy of the signed voucher.

CMHA Section 8 Briefing Completion Confirmation

Dear XXXXXXXXXX,

You have successfully signed your voucher and completed your Section 8 Briefing for the voucher number: XXXX-XXXXXXXXXXXXXX. When you find a unit, invite the landlord to complete the Request for Tenancy Approval (RFTA) using our online portal located under your "Section 8 Briefing" box. Failure to submit the RFTA by the voucher expiration date may result in the loss of the Housing Choice Voucher (HCV) assistance. Please contact Customer Service at 513-977-5800 for any assistance.

Sincerely,
Cincinnati Metropolitan Housing Authority

Thank you,

CONTACT Cincinnati Metropolitan Housing Authority
www.cintimha.com
Administrative Office (513) 721-4580

Our Mission

To be a leader in the housing industry by providing exceptional housing opportunities while achieving high levels of customer satisfaction, promoting self-sufficiency and neighborhood stability, and being a long-term asset to the community. We will achieve this by developing public/private partnerships, creating entrepreneurial opportunities, and by employees and residents holding themselves to our Gold Standards of Excellence.

Voucher Extension

- The family may request an extension. Please note that CMHA is not obligated to provide extensions and families are not entitled to a hearing for voucher expiration or not receiving an extension.

Section 8 Briefing

You must complete the Section 8 Briefing and sign your voucher before you can look for a unit. Once you find a unit, you can invite the landlord to complete the Request for Tenancy Approval (RFTA) through our online portal.

It is important that you view the briefing in its entirety because there is valuable information for you about the Housing Choice Voucher (HCV) program.

Please take note of your voucher number as Landlords will need this information to submit a Request for Tenancy Approval (RFTA).

Cincinnati Metropolitan Housing Authority

1627 Western Avenue
Cincinnati, OH 45214

CMHA

Voucher Information

- Voucher Number: XXXXXXXXXXXXXXXXX
- Voucher Bedroom Size: 1
- Issuance Date: 5/27/2025
- Expiration Date: 8/25/2025
- Last Update Date: 5/27/2025

View Briefing Packet   Invite Landlord   Request Extension

Voucher Extension

- System will ask to confirm if they are sure they want to request an extension. Once confirmed a new window will appear to enter the reason an extension is needed. Family will complete and submit.

test-voucher-3-rentcafewebsite.securecafe.com says

Are you sure you want to request a voucher extension?

OK   Cancel

Voucher Extension Request

Reason for Extension

Voucher extension reason ⌄

Please explain why you need an extension:

Need additional time to locate unit

Submit

Voucher Extension

- If the voucher extension is approved, the family must complete the briefing workflow again, to sign and receive the extended voucher. Please note that if RFTA's have already been submitted for review – the expiration date with tolling may differ.

Please read **entire** document before completing form
Fill in all blanks below. Type or print clearly.

Voucher Number
Voucher number, needed to submit RFTA

1. Insert **unit size** in number of bedrooms. (This is the number of bedrooms for which the Family qualifies, and is used in determining the amount of assistance to be paid on behalf of the Family to the owner.)

1. Unit Size

    1

2. Date Voucher Issued (mm/dd/yyyy) Insert actual date the Voucher is issued to the Family.

2. Issue Date (mm/dd/yyyy)

    Date voucher was issued

3. Date Voucher Expires (mm/dd/yyyy) must be at least sixty days after date Voucher is issued. (See Section 6 of this form.)

3. Expiration Date (mm/dd/yyyy)

    Date voucher expires

4. Date Extension Expires (if applicable)(mm/dd/yyyy) (See Section 6. of this form)

4. Date Extension Expires (mm/dd/yyyy)

    EXTENDED VOUCHER DATE

5. Name of Family Representative

    Family's Name

6. Signature of Family Representative ✔

Date Signed ✔

7. Name of Public Housing Agency (PHA)

Cincinnati Metropolitan Housing Authority

8. Name and Title of PHA Official

    CMHA Staff's Name

9. Signature of PHA Official

    CMHA Staff Signature

Date Signed (mm/dd/yyyy)

5/27/2025

Family Driven RFTA Online Initiation

- If the Family locates a unit they would like to submit a RFTA for, they may send the landlord an invite via their portal. This will notify the Landlord of their interested unit as well as their voucher number to submit it.
  - The Family will click "Invite Landlord"

Section 8 Briefing

You must complete the Section 8 Briefing and sign your voucher before you can look for a unit. Once you find a unit, you can invite the landlord to complete the Request for Tenancy Approval (RFTA) through our online portal.

It is important that you view the briefing in its entirety because there is valuable information for you about the Housing Choice Voucher (HCV) program.

Please take note of your voucher number as Landlords will need this information to submit a Request for Tenancy Approval (RFTA).

Cincinnati Metropolitan Housing Authority

1627 Western Avenue
Cincinnati, OH 45214

Voucher Information

- Voucher Number: 7868-TT0140818-24320
- Voucher Bedroom Size: 1
- Issuance Date: 5/27/2025
- Expiration Date: 8/25/2025
- Last Update Date: 5/27/2025

View Briefing Packet   Invite Landlord   Request Extension

Family Driven RFTA Online Initiation

- The Family will enter the requested information and preview the email

Family Driven RFTA Online Initiation

Family Driven

The Family will have the opportunity in their portal to invite a Landlord to complete RFTA online.

Landlords will receive an email containing the Family's Voucher information to begin the process.

Landlord Driven RFTA Online Initiation

Landlord Portal

RFTA Location

- Landlord's can initiate the RFTA Process with a Family by Clicking **"Add New RFTA"**

- Landlord will need the Family's Voucher Number

RFTA – Voucher Validation

- Landlord will enter the Family's Voucher Number
  - Located on the Email received if Family Initiated
  - Family Voucher

- Enter as Shown (include dashes) – **Click Validate**

Validate Voucher

Enter Voucher Number: 7868-TT0132963-24291

Validate   Cancel

RFTA – Voucher Validation

- Once Validated, the Family's name and Voucher Bedroom Size will Appear

Validate Voucher

Enter Voucher Number: 7868-TT0132963-24291

[Validate] [Cancel]

Voucher Details:

Voucher Bedroom Size: 3

Tenant Name: **Family's Name**

[Add RFTA] **Once confirmed, click to begin RFTA Workflow**

RFTA - Progress Tracker

Left Side – Workflow Pages

Top – Progress Tracker

RFTA

Language Selection

Instructions

Landlord Contact Information

Rental Unit Address

Lease Information

Lead-Based Paint Disclosure

Utility Responsibility

Comparable Unit Details

Documents

Sign and Submit

Application Progress 0%

Application Progress 40%

Application Progress 80%

Application Progress 100%
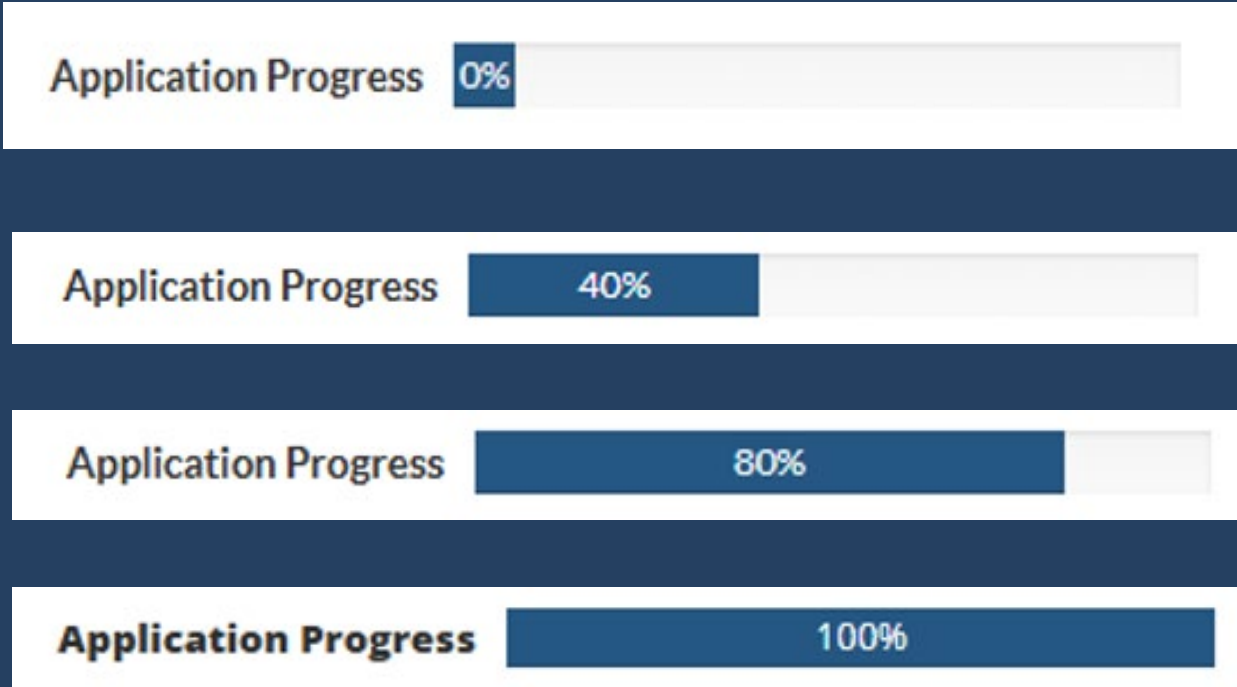
RFTA – Landlord Contact Information

- **Left Side** will prepopulate with Landlord's Portal Information

- **Right Side** will need completed for Landlord's Address Information. After the 1st Completion, it will Prepopulate

RFTA – Rental Unit Address

Address #1 – Street address only
Street address – line 2 – this is only for unit numbers or unit location (front/back/1ˢᵗ floor, etc)

RFTA – Lease Information

- Landlord will enter Details Regarding Unit and Lease Details

RFTA – Lead-Based Paint Disclosure

- Landlord will Select Appropriate Box for Lead-Based Paint. If unit is older than 1978, the Top Option is Not Available

RFTA – Utility Responsibility

Tenant Range*	Owner
Tenant Refrigerator*	Tenant

NOTE: Indicate who is providing the appliance. Example shows Landlord providing the range and tenant providing the refrigerator.

Electric All*	Tenant
Natural Gas All*	Owner
Other Heating*	N/A
Natural Gas Water Heating*	Owner
Bottled Gas Water Heating*	N/A
Oil Water Heating*	N/A
Electric Water Heating*	N/A
Natural Gas Cooking*	N/A
Bottled Gas Cooking*	N/A
Electric Cooking*	Tenant
Electric Other Appliances*	Tenant
Water*	Owner
Sewer*	Owner
Trash*	Owner

Landlord will need to Select the Responsible Party for all Utilities

- If Family Pays any Natural Gas Utility, Mark "Tenant for Natural Gas All
- If Family pays Electric Utility, Mark "Tenant" for Electric All

Electric All*	
Natural Gas All*	

Natural Gas Heating*	Owner
Bottled Gas Heating*	N/A
Oil Heating*	N/A
Electric Heating*	N/A

NOTE: Heating, Water Heating, and Cooking – only 1 Fuel Type Option should be selected. For the Other Options that do not Pertain – Mark "N/A" in the Drop-Down Menu

RFTA – Comparable Unit Details

If the landlord owns more than 4 units within the premises where the applicant is applying, this page MUST be completed.

If not, click "Next"

RFTA - Documents

RFTA

Application Progress 80%

- Language Selection
- Instructions
- Landlord Contact Information
- Rental Unit Address
- Lease Information
- Lead-Based Paint Disclosure
- Utility Responsibility
- Comparable Unit Details
- Documents
- Sign and Submit

*Denotes a required field

Documents

You must upload all required documents including a copy of your W-9 form and proof of ownership. Proof of ownership can include a copy of your mortgage statement, property tax receipt, insurance statement, or property management contract.

All forms must be of the current calendar year.

Please complete and upload the Landlord RFTA Required Documents (these include the Property Owner Certification, Property Manager Authorization, & Rent Reasonable Assessment Sheet) in the 'Upload necessary documents' section. **Click Here.**

Please complete and upload the Ratio Utility Billing Assessment Sheet in the 'Upload necessary documents' section *only if applicable to the unit*. This is when a tenant pays a set amount for a specific set of utilities. **Click Here.**

Please complete and upload Form W-9 in the 'Upload IRS W-9' section. **Click Here.**

*****Water Bill Notice:** If the tenant is responsible for paying for Water/Sewer at the RFTA unit, you will need to upload a $0 past due water bill for the RFTA unit in the '*Upload necessary documents*' section. If the tenant is a current participant in our program and is responsible for paying for Water/Sewer at their current unit, you will need to upload a $0 past due water bill for their current unit. You may submit the RFTA without it, but it will be needed to move forward.

Document	Upload	Scan	View	Delete	Uploaded Date
Upload necessary documents.	Upload	Scan			
Upload Proof of Ownership	Upload	Scan			

Showing 1 to 2 of 2 entries

Back Next

RFTA – Documents
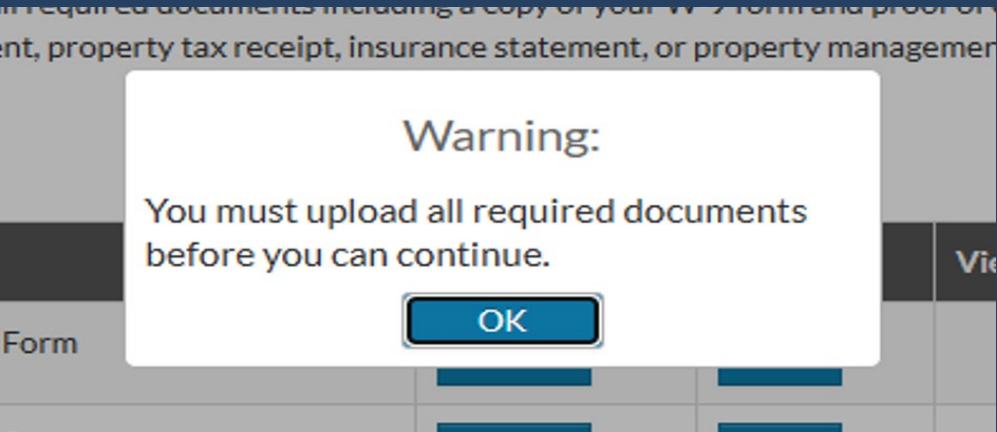
- The Workflow will Require Documents to be Uploaded to Move to the Next Step.

- **NOTE:** Documents Submitted will be Reviewed for Accurate Completion and that all Needed Documentation Must be Submitted to Continue the Process

RFTA - Sign and Submit

RFTA

Application Progress — 90%

*Denotes a required field

Upload Documents

Sign and Submit

Make sure to upload all required documents **before** you sign and submit the RFTA. After you submit the form, the prospective tenant will be informed that they need to sign the RFTA. Once the tenant signs, we will review the information for all needed background reviews. CMHA will reach out as needed.

Once the RFTA passes the required checks, the Inspections Department will reach out to schedule an inspection. Upon a passed inspection, a lease start date will be established. The move will be prepared for the HAP contract process to be initiated for electronic signatures, submission of the residential lease, and direct deposit information.

REMINDER: Please check your email and portal periodically for updates!

Navigation sidebar:
- Language Selection
- Instructions
- Landlord Contact Information
- Rental Unit Address
- Lease Information
- Lead-Based Paint Disclosure
- Utility Responsibility
- Comparable Unit Details
- Documents
- **Sign and Submit**

Document	View	Sign
RFTA Form	View RFTA (Unsigned)	Click Here to Sign

Showing 1 to 1 of 1 entries

Back

RFTA – Sign and Submit

Disclosures & Consent

These Terms of Service apply to Yardi's ySign and/or ySignature services. By clicking "Agree & Continue" or clicking to submit, I consent to the use of my electronic signature instead of a physical signature to execute the applicable agreement or document, including (as appropriate) a rental application, rental property lease, and/or any corresponding documents (collectively, "Document(s)") for which I have initiated or applied, and agree to be bound by the terms of such Document(s) as if I had signed it with my physical signature. I understand that by using my electronic signature, I hereby give my permission to receive notices in electronic form and consent to the use of my electronic signature instead of a physical signature to execute any corresponding documents and agree to be bound by the terms of such corresponding documents. To the extent I am using my electronic signature to execute a rental application or rental property lease, I hereby give permission to the property owner or manager from whom I am renting to provide notices under the lease to me in electronic form and consent to the use of my electronic signature instead of a physical signature to execute renewals or extensions of the lease and any corresponding documents and agree to be bound by the terms of such a renewal or extension as if I had signed it with my physical signature. I have received and reviewed this consent before providing my electronic signature and I have no difficulty accessing this information that has been provided to me electronically.

I understand that I am not required to sign the Document(s) or receive any notices under it electronically. If I prefer to sign with my physical signature, I understand that I may obtain a physical copy of the executable Document(s), complete it, physically sign it, and return it. I understand that, prior to my execution of the Document(s), I may withdraw my consent to use the electronic signature functionality and/or my consent to receive notice in electronic form. I further understand that, after my execution of the Document(s) or receipt of any notice in electronic form, I may withdraw my consent provided above to use my electronic signature instead of a physical signature or my consent to receive notice in electronic form by providing written notice. I acknowledge and understand that executing the Document(s) by a physical signature may result in, among other things, a delay in the process.

To utilize the electronic signature functionality, a web browser that supports the HTTPS protocol, HTML, and cookies will be needed (e.g., including but not limited to, current versions of Chrome, Firefox, Internet Explorer, or Safari). Viewing PDF documents requires Adobe Acrobat/Reader or similar software.

I understand that I should contact the other party to request paper copies of documents, withdraw consent to conduct business electronically, and/or update my contact information.

Landlord will Review the Disclosure and Consent – Then **Select "Agree and Continue"**

Landlord will sign using Mouse/Finger or in Upper Right-Hand Side – Choose a Script Signature

Create Your Signature

Use your mouse or finger to create your signature. You can choose a script signature instead.

Your Signature

Clear Signature

Your Initials

Clear Initials

RFTA – Sign and Submit

The RFTA will Display for Review Prior to Signing and Dating

RFTA - Sign and Submit

Click to Sign and Date

RFTA – Sign and Submit

You have successfully submitted your RFTA.

Sign and Submit

Make sure to upload all required documents **before** you sign and submit the RFTA. After you submit the form, the prospective tenant will be informed that they need to sign the RFTA. Once the tenant signs, we will review the information for all needed background reviews. CMHA will reach out as needed.

Once the RFTA passes the required checks, the Inspections Department will reach out to schedule an inspection. Upon a passed inspection, a lease start date will be established. The move will be prepared for the HAP contract process to be initiated for electronic signatures, submission of the residential lease, and direct deposit information.

REMINDER: Please check your email and portal periodically for updates!

Section 8 Briefing

View RFTA

Click Here to Sign

Family's will then Log into their Portal to Review and Sign the RFTA for it to be Submitted to CMHA for Review. The Family's will Select the "Section 8 Briefing" Box in their Portal – View RFTA – Locate RFTA – Click Here to Sign

RFTA – CMHA Review

- Once the RFTA has been Sign by Both Parties, it will be Submitted to CMHA for Review

- CMHA will conduct the following Required Reviews:

  - Background Checks
  - Affordability
  - Rent Reasonableness
  - Water Bill Requirements

- Check your Email – Frequently for Updates
  - If there are any Corrections, Additional Items or Reponses for Lower Rents, you will Receive Notification via Email

RFTA – Track and Status

Cincinnati Metropolitan Housing Authority

1627 Western Avenue
Cincinnati, OH 45214

RFTA Information

Voucher Number: 7868-Tt0135717-24304

Voucher Bedroom Size: 3

Tenant Name:

Status: RFTA In Progress

Last Update Date: 3/31/2025
Created Date: 3/31/2025
RFTA Unit:

This RFTA was not finished by Landlord. Has "Continue" option

`Continue` `Upload Documents` `Cancel RFTA`

Cincinnati Metropolitan Housing Authority

1627 Western Avenue
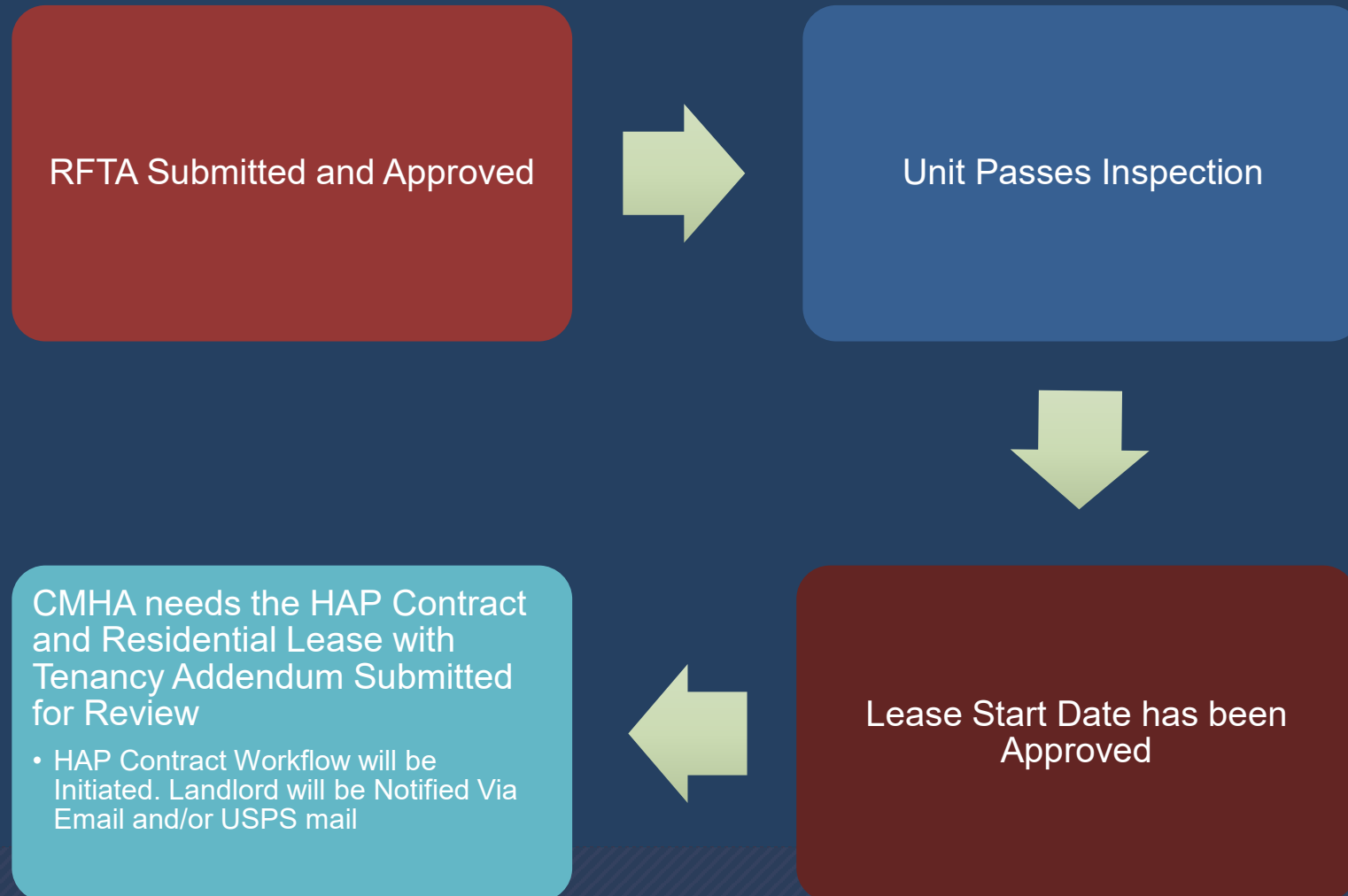Cincinnati, OH 45214

RFTA Information

Voucher Number: 7868-Tt0064025-24307

Voucher Bedroom Size: 1

Tenant Name:

Status: Agency Processing RFTA

Last Update Date: 3/25/2025
Created Date: 3/25/2025
RFTA Unit:

Active RFTA - CMHA is reviewing   Only CMHA can cancel RFTA once submitted

`View`

Cincinnati Metropolitan Housing Authority

1627 Western Avenue
Cincinnati, OH 45214

RFTA Information

Voucher Number: 7868-Tt0079685-24306

Voucher Bedroom Size: 3

Tenant Name:

Status: RFTA Pending Applicant Signature

Last Update Date: 3/25/2025
Created Date: 3/25/2025
RFTA Unit:

RFTA pending Family's signature. Landlord has option to Cancel

`View` `Upload Documents` `Cancel RFTA`

RFTA - Track and Status

RFTA - Next Steps

RFTA Submitted and Approved ➡️ Unit Passes Inspection

⬇️

CMHA needs the HAP Contract and Residential Lease with Tenancy Addendum Submitted for Review

- HAP Contract Workflow will be Initiated. Landlord will be Notified Via Email and/or USPS mail

⬅️ Lease Start Date has been Approved

HAP Contract - Notification

- Landlord will receive instant Notification via Email (if on file). A copy of the Letter will be Sent via USPS.

- The HAP Contract and Residential Lease with Tenancy Addendum **is due within 30 Days** of the Lease Start Date

SUBJECT: HAP Contract Generated – Signature Required

Dear **Landlord's Name**

A HAP contract has been generated for the unit listed below. To get started, log in to our online portal. Once you log in, click the **HAP Contract** icon and follow the instructions on the screen to complete your HAP contract for the voucher number listed below.

Unit & Voucher Information:
- Unit Address: **Unit address**
- Tenant name: **Family's Name**
- Voucher Number: 7868-Tt0079685-24306

Login Information:
- Portal Website: myinfo.cintimha.com
- User Name: **Landlord's email or registration code**

Sincerely,
Cincinnati Metropolitan Housing Authority

HAP Contract - Location

- Landlord's will now have a "HAP Contract" Box appear on the Home Screen of their Portal.

- Click the Box to View any Outstanding HAP Contract/Residential Lease Requests

HAP Contract

HAP Contract - Workflow

- Landlords with Multiple Outstanding HAP Contract/Residential Leases will see a Workflow for each Family. The Workflow will indicate the Family's Name

HAP Contract – Documents

- Landlords will Upload their Residential Lease for Review. The Landlord should attach the HUD Required Tenancy Addendum to their Lease. If the Landlords needs a copy of the Tenancy Addendum, they can locate a copy in their "Forms" Box on their Home Screen to Upload to the Workflow.

HAP Contract – Sign and Submit

HAP Contract – Sign and Submit

- Once Landlord has signed the HAP Contract, the HAP Contract and Residential Lease with Tenancy Addendum will be submitted to CMHA for Review Accurate Completion compared to RFTA that was Submitted for this Family/Unit

HAP Contract – CMHA Review

- Once the HAP Contract has been Signed, it will be Submitted to CMHA along with the Residential Lease and Tenancy Addendum for Review

- CMHA will review the RFTA Terms and Residential Lease Terms Match, such as:
  - Unit
  - Family Name
  - Lease Start Date (Matches HAP Contract Start Date)
  - Lease Term (Minimum – 12 Months)
  - Utility Responsibility
  - Signed by Both Parties
  - Execution Date within 60 Days of Lease Start Date

- Check your Email – Frequently for Updates
  - If there are any Corrections or Additional Items Needed, You will Receive Notification via Email

HAP Contract – Completion

- Once all Items are Verified as Complete, the Move will be Finalized. Any HAP Payments will be Paid on the Next Applicable Checkrun

- The Family will Appear Under your "Unit Info" Box on your Portal Home Screen

- The Process is now Complete

Unit Info

Questions